

## Schedule 4 - Property Use and Disposal Records

[Table of Contents](#) | [Subject Index](#) | [Forms Index](#) | [Glossary](#) | [Status Document](#) |

Schedules: | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [12](#) | [13](#) | [14](#) | [15](#) | [16](#) | [17](#) | [18](#) | [19](#) | [20](#) | [21](#) | [22](#) | [23](#) | [30](#) | [31](#) | [32](#) |

### Introduction

This schedule incorporates the records described in General Records Schedule (GRS) 4 and adds the property use and disposal records that are unique to the Bureau of Land Management (BLM).

Because the public lands and their resources are government property, this schedule covers most of the records associated with carrying out the BLM mission. These mission-related records involve:

1. Land Transfers. Records associated with the transfer of public lands are the patents, other conveyances, and acquisitions files. Related records include the land status records that document the ownership and availability of the public lands

2. Land Use. Records associated with the use of resources include material sales, wild horse and burro adoptions, use permits and leases, rights-of-way, and water rights files. Related records include resource inventories and studies and land classification and withdrawal files.

3. Planning and Environment. Records that document the planning for multiple-use and environmental quality include resource management and environmental planning files.

In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the GAO without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Three forms are prescribed for use by an agency selling surplus personal property under the General Services Administration (GSA) regulations:

a. SF-114, Sale of Government Property, Invitation, and Bid, and Acceptance. Related papers that are maintained by the agencies, usually in case fashion, consist of correspondence, bids, other notices of sale, invoices, and sales slips.

b. SF-120, Report of Excess Personal Property, and SF-121, Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property. Agencies use SF-120 to report excess personal property to the regional GSA offices, which initiate screening action. The quarterly reports are submitted to the Office of Property Management, Office of Federal Supply and Services, GSA, which consolidates the data.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by the BLM in addition to the copy in the record keeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the record keeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the record keeping copy for dissemination, revision, or updating.

Item	Record Series Description	Disposition Authority
1	<b>PROPERTY DISPOSAL CORRESPONDENCE FILES [1527/1533].</b> Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY. Destroy when 2 years old. GRS 4/1.

**Schedule 4 - Property Use and Disposal Records**

<b>Item</b>	<b>Record Series Description</b>	<b>Disposition Authority</b>
<b>2</b>	<b>EXCESS PERSONAL PROPERTY REPORTS [1527/1529].</b> Forms: SF-120, 120a, 121, 122, 123, 123a, 126, 126a; BLM 1520-34, 45. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY. Destroy when 3 years old. GRS 4/2.
<b>3</b>	<b>SURPLUS PERSONAL PROPERTY SALE CASE FILES, [1527].</b> Documenting sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence. Authority: 40 U.S.C. 484. Forms: SF-97, 114, 114a-f, 150, 151; OF-15, 16, 17, 20, 1114b. Confidentiality: Non-public records Category 3.	
	a. Transactions of more than \$25,000.	TEMPORARY. Destroy 6 years after final payment. GRS 4/3a.
	b. Transactions of \$25,000 or less. Location: All.	TEMPORARY. Destroy 3 years after final payment. GRS 4/3b.
<b>4</b>	<b>REAL PROPERTY DISPOSAL CASE FILES [1533].</b> Records necessary or convenient for the use of real property sold, donated, or traded to nonfederal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists, and duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Real property accountability case files maintained by the Service Center real property management office (Schedule 4/5), case files on disposal of surplus real and related personal property and excess property reports (submit SF-115).	TEMPORARY. Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage. GRS 4/4.
<b>5</b>	<b>REAL PROPERTY ACCOUNTABILITY AND UTILIZATION FILES [1530].</b> Documentation required by GSA during BLM ownership or after property is released conditionally with recapture clauses, such as reservation of fissionable material, water rights, or other restrictions. Authority: 40 U.S.C. 483. Forms: BLM 1530-1, 2, 9, 17-21. Confidentiality: Non-public record category 3. Exclusions: Land acquisition files (Schedule 4/13) and land sale files (Schedule 4/7).	

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description		Disposition Authority
	a.	Real Property Case Files. Individual case files for each property and/or building owned by the BLM. Location: Centers.	TEMPORARY. Cutoff EOFY in which property is sold or released unconditionally. Transfer to FRC 2 years after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-85-2, 4/20b.
	b.	Real Property Accountability Files. Documents used to maintain current data on individual properties, including real property inventories. Files are updated whenever additional properties are acquired or when changes occur to existing properties. Confidentiality: Nonpublic record category 3. Location: Centers, SO, FO.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/5b.
	c.	Real Property Utilization Survey Reports. Reports contain narrative information on whether or not specific BLM properties are being used for their intended purposes and are sometimes accompanied by photographs of the property. Reports are prepared by FO and sent to SO and Centers. Centers file one copy in the real property case file (item a) and forwards remaining copies to WO and GSA. Location: WO, Centers, SO, FO.	TEMPORARY. Destroy when replaced by new report. NARA Job N1-49-90-1, 4/5c.
<b>6</b>	<b>TIMBER SALES, MATERIAL SALES, FREE-USE PERMITS.</b> The BLM is authorized to dispose of timber and mineral and vegetative resources on the public lands. The issuance of a contract or free-use permit gives the permittee or operator the right to extract, process, stockpile and remove materials. Authority: 43 CFR 3600, 5400. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-16. Vital: Legal and Financial Rights Records.		
	a.	Timber Sale Contract Files [5400]. Case files containing timber sale plans, profiles, exhibits, bid invitation, bids, evidence of sale, bid acceptance, bonds, correspondence and other material documenting the sale from initiation through contract termination and release, including protest and appeal documentation. Arranged by contract number; timber sales are not serialized. Essential information is entered into the timber and material sales data base (item d). Forms: BLM 1140-2, 3, 4, 6, 7, 8; 1822-3, 4; 5400-1, 2; 5420-2; 5430-1; 5440-9, 10; 5450-3, 3a, 4, 9, 11-13, 15-17, 19-22; 5460-3, 4-5, 10, 15-18; 5470-3, 4; 5480-1, 2-5. Location: FOs with delegated responsibility. Exclusions: Minor forest products material sales (item c), related easements (Schedule 4/13); sale plans (Schedule 4/20); operator ratings (Schedule 4/21); timber road construction projects (Schedule 17/14).	

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	(1) Timber Sale Contract Case Files. Record-copy case files.	TEMPORARY. Cutoff EOFY in which the sale terminates, the bond is released, and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 19 years after cutoff. NARA Job NC1-49-85-2, 4/6b(1).
	(2) Timber Sale Field Files. Containing duplicates of timber sale documents used for on-the-ground reference by the contracting officer's representative.	TEMPORARY. Destroy when contract is terminated and bond is released. NARA Job NC1-49-85-2, 4/6b(2).
	b. Mineral Material Sale and Free Use Authorization Files [3600]. Serialized case files, arranged by number, documenting the sale and free use of common-variety minerals (e.g., sand and gravel, soil, stone, petrified wood), including competitive sales and community pit and common-use area sales and permits. May contain bid documents. Essential information is entered into the timber and material sales data base (item d). Forms: BLM 3600-4, 5, 6. Location: FOs with delegated responsibility. Exclusions: Copies of sale forms used for accounting purposes (Schedule 6/1a).	TEMPORARY. Cutoff EOFY in which sale is terminated and appeal rights are exhausted. Transfer to FRC 4 years after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-85-2, 4/6c, 4/6d(1), 4/6d(2).
	c. Vegetal and Minor Forest Product Material Sale and Free Use Authorization Files [5450, 5510]. Documenting the sale and free use of vegetation (e.g., hay, ferns, cacti, jojoba) and minor forest products (e.g., firewood, Christmas trees, trees, poles, burls, posts, etc.). Arranged by sale or permit number; these sales and permits are not serialized. Essential information is entered into the timber and material sales data base (item d). Forms: BLM 5440-13; 5450-1, 5, 5a; 5510-1. Location: FOs with delegated responsibility. Exclusions: Christmas tree tags and copies of sale forms used for accounting purposes (Schedule 6/1a).	TEMPORARY. Cutoff EOFY in which sale is terminated and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-85-2, 4/6d(1), (2).
	d. Timber and Material Sales Data Base. Electronic file that contains timber, vegetative, and mineral disposal data from 1977. Provides volumes, products, financial data, and user identification. Produces periodic reports, including statistical reports for Congress at end of FY. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21). Note: Records in this system will eventually transition in their entirety to the new target system.	

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description		Disposition Authority
	(1)	Timber and Material Sales Data Base Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item a). Consists of the concept of operations, official record designation documentation (a.k.a. records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: Centers	TEMPORARY. Cutoff EOFY in which the data base is transferred to a new system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-90-1, 4/6d1.
	(2)	Timber and Material Sales Data Base System Documentation.	
	(a)	Documentation Necessary for Servicing and Interpreting the System. Record copies of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: Centers.	Destroy or delete upon authorized destruction of master file (item (4)). NARA Job N1-49-90-1, 4/6d(2)(a).
	(b)	Data Verification and Quality Control Files Record copies. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: Centers.	TEMPORARY. Cutoff EOFY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-90-1, 4/6d(2)(b).

**Schedule 4 - Property Use and Disposal Records**

<b>Item</b>	<b>Record Series Description</b>			<b>Disposition Authority</b>
		(3)	Timber and Material Sales Data Base Software Application software necessary to use or maintain the master data base. Location: Centers.	TEMPORARY. Delete upon authorized destruction of the master file (item (4)). NARA Job N1-49-90-1, 4/6d(3).
		(4)	Timber and Material Sales Data Base Master Data File. Magnetic master created by copying to tape all data in the data base at the time of migration to the target system. Location: Centers.	TEMPORARY. Delete after the data base is replaced by a new system and all data has been transferred to the new system. NARA Job N1-49-90-1, 4/6d(4).
		(5)	Timber and Material Sales Data Base Backup Tapes. Electronic file of data created periodically by copying to tape all data in the data base and retained in case the master is damaged or inadvertently erased. Location: Centers.	TEMPORARY. Delete when replaced by a subsequent security backup file. GRS 20/8a.
		(6)	Timber and Material Sales Data Base Input/Source Documentation. Data entry sheets, nonrecord copies of case file documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Location: FOs.	TEMPORARY. Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item (4)), whichever is later. GRS 20/2a-b.
		(7)	Timber and Material Sales Data Base Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations.	TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job N1-49-90-1, 4/6d(7).

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
7	<p><b>PATENT AND OTHER CONVEYANCE FILES [1860].</b> Documenting serialized applications filed under the various land laws for acquisition of title to public lands, including any related contest or appeal actions. The BLM maintains the records of title evidence by which tracts of public domain lands have passed from federal to non-federal ownership. Since 1785, numerous laws have been passed governing the disposition of public lands. Some of these laws involved cash and credit sales, military bounty land warrants, homesteads, grants to states, grants to railroad corporations, and public sales. In addition, states were allowed by law, under certain conditions, to select tracts of vacant public domain. Since 1908, each patent application case was given a serial number, and then when title was transferred to the applicant, the case was given a patent number. Authority: 43 CFR 1860. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Note: Prior to 1968, all permanent patent case files were transferred via the BLM Washington Office to the National Archives in Washington, D.C. In 1968, the regional Archives began accepting these records. However, some files maybe at regional archives after a review of these records was conducted.</p>	
	<p>a. Patent Applications, Rejected or Withdrawn. Serialized case files, arranged by number, documenting applications that were rejected by the BLM or withdrawn by the applicant. Forms: BLM 2520-1; 2540-1; 2620-1; 2650-1; 2740-1. Exclusions: Pending patent applications (Schedule 4/16). Location: SO.  Airport Applications [2640]  Carey Act Applications [2610]  Color-of-Title Applications [2540]  Desert Land Applications [2520]  Homestead Applications [2510]  Indian Allotment Applications [2530]  Land Exchange Applications [2200]  Mineral Patent Applications [2550, 3820, 3860]  Native Allotments/Selections [2560, 2650]  Public Land Sale Applications [2710]  Railroad Applications [2630]  Recreation and Public Purpose [2740]  Scrip Applications  Small Tract Applications [2710]  State Grant Applications [2620]  Indemnity Lands  School Lands  Swamp Lands  Townsite Applications [2560, 2760]</p>	<p>PERMANENT. Cutoff EOFY in which the application is rejected or withdrawn. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-85-2, 4/7a(1).</p>

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	b. Land Entries Allowed but Subsequently Canceled or Relinquished. Serialized case files, arranged by number, documenting applications on which entries were allowed but were subsequently canceled or relinquished prior to patent issuance. Forms: BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2060-2, 3; 2093-1; 2200-4; 2203-1, 1b, 2, 2a, 2b; 2520-1, 2-5; 2530-2; 2540-1, 2, 3; 2620-1, 2, 2a; 2650-1; 2740-1, 2, 4; 3060-1, 2; 3860-1, 2, 5-6, 10, 11; 9300-8, 9a. Location: SO.	PERMANENT. Cutoff EOFY in which entry is canceled or relinquished. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-85-2, 4/7b.
	c. Patent Issued Files. Case files, arranged by patent number. Forms: BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2060-2, 3; 2093-1; 2200-4; 2203-1, 1b, 2, 2a, 2b; 2520-1, 2-5; 2530-1, 2; 2540-1, 2, 3; 2620-1, 2, 2a; 2650-1; 2740-1, 2, 4; 3060-1, 2; 3860-1, 2, 5-6, 10, 11; 9300-8, 9a.	
	(1) Patent Issued Official Case Files. Includes patents and deeds issued, corrected, supplemented, amended, canceled, or reverted, quiet title, patent contests, title resolution, and recordable disclaimers of interest cases. Location: SO.	PERMANENT. Cutoff EOFY in which patent is issued, amended, supplemented, canceled, or reverted. Establish compliance files for patents requiring limited or in perpetuity reversionary clauses. Transfer entire file to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-85-2, 4/7c(1, 3), 7e.
	(2) Patent Compliance Case Files. Consists of duplicate documents from the original patent issued case file and record copies of compliance reports for patents requiring limited or in perpetuity reversionary clauses. Documenting periodic inspection of patented lands for compliance with the legal requirements, including R&PP, Airport, and Cagney Act patents. Location: FOs with delegated responsibility.	PERMANENT. Cutoff when compliance no longer required. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff. NARA Job NC1-49-85-2, 4/7c(2).
	(3) Patents Issued Bound Copies. Paper copies of patents, clear lists, and equivalent title documents bound in volumes of 250. Location: SO.	PERMANENT. Transfer to NARA when no longer needed for reference purposes. NARA Job NC1-49-85-2, 4/7c(4).
	(4) Patent Registers. Documenting serial number, type of case, and patent number. Includes patent contest logs. Forms: BLM 1274-1. Location: SO.	PERMANENT. Cutoff EOFY in which the register is no longer needed for control purposes. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff. NARA Job N1-49-90-1, 4/7c(4).



**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	<p>d. Townsite Trustee Files. Case files, arranged by townsite number, containing copies of deeds issued, contest docket and related financial receipts and disbursement documents, trustee proceedings, plats, field notes, and tract books. Note: A townsite is an area of public lands which has been segregated for disposal as an urban development, often subdivided into blocks, which are further subdivided into town lots. Location: SO.</p>	<p>PERMANENT. Cutoff EOFY in which townsite is closed. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-85-2, 4/7d.</p>
8	<p><b>WILD HORSE &amp; BURRO (WH&amp;B) ADOPTION FILES [4710].</b> The BLM is responsible for placing healthy excess wild horses and burros in private maintenance with qualified individuals who pay an adoption fee. Title to the animals is conveyed to the eligible adopters at the end of 1 year of humane private maintenance. Authority: 43 CFR 4700. Exclusions: The following WH&amp;B-related files are covered under other schedule items: study and research files (Schedule 4/11); herd management area planning and appeal files (Schedule 4/20); mailing lists (Schedule 13/4a); public affairs adoption event files (Schedule 14/4); formal directives files (Schedule 16/1); advisory board files (Schedule 16/8d); program policy, direction, and decision files (Schedule 16/20); memoranda of understanding (Schedule 16/16); law enforcement files (Schedule 18/30); general correspondence and recurring reports (Schedule 23/1a); nonrecord working files, background materials, and reference collections (Schedule 23/21).</p>	

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	<p>a. WH&amp;B Titled Adoption Case Files, Individual or Group. Nonserialized case files documenting adoptions that result in title to the animal being transferred by the BLM to the adopter. Consists of private maintenance and care agreement, application, screening checklist, certificate of title, title eligibility letter, compliance record, body fat worksheet, receipts for payment of fees, facility certification for 5 or more animals, power of attorney form, correspondence with adopters, reports of escape, theft, or death of adopted animals, and request for replacement animals with vet's statement. Includes additional compliance documentation such as reports of inhumane treatment, investigation reports, compliance checks, inspections, photos/videos, notice of need for corrective action letter, citations, maintenance and care agreement letter, cancellation of agreement letter, record of repossession of animal, notice of violation, decision letter, Information on Right of Appeal Form 1842-1. If case results in litigation, includes arrest records, prosecution records, and court records. Documents are filed in case folders by date; case folders are arranged alphabetically by adopter name. Compliance materials may be filed in a separate case folder and filed directly behind the related adoption case file if volume warrants. Forms: BLM 1370-41; 1842-1; 4710-9, 9a, 10, 12, 12a, 18, 19, 19a. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-28. Vital: Legal and Financial Rights Records. Location: Office of jurisdiction as determined by the location where animals are maintained.</p>	<p>TEMPORARY. Cutoff EOFY in which title is issued. Transfer to FRC 5 years after cutoff. FRC destroys 20 years after cutoff. NARA Job N1-49-98-1, 4/8a.</p>
	<p>b. WH&amp;B Untitled Adoption Case Files. Non-serialized case files documenting approved adoptions for which a request for title was never received. Consists of private maintenance and care agreement, application, screening checklist, compliance record, body fat worksheet, receipts for payment of fees, facility certification for 5 or more animals, power of attorney form, correspondence with adopters, reports of escape, theft, or death of adopted animals, request for replacement animals with vet's statement, and request to terminate agreement. May include additional compliance documentation as described in Titled Cases (item a) above. Documents are filed in case folders by date; case folders are arranged alphabetically by adopter name. Compliance materials may be filed in a separate case folder and filed directly behind the related adoption case file if volume warrants. Forms: 4710-9, 9a, 10, 19, 19a. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-28. Vital: Legal and Financial Rights Records. Location: Office of jurisdiction as determined by the location where animals are maintained.</p>	<p>TEMPORARY. Cutoff EOFY in which adoption approved. Transfer to FRC 5 years after cutoff. FRC destroys 20 years after cutoff. NARA Job N1-49-90-1, 4/8b.</p>

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description		Disposition Authority
	c.	WH&B Applications Which Do Not Result in Adoption. Consists of application, screening checklist, and related maps and correspondence. Documents are filed alphabetically by applicant name. Forms: 4710-10. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-28. Location: Office receiving the application.	TEMPORARY. Cutoff EOFY in which received. Destroy 1 year after cutoff. NARA Job N1-49-90-1, 4/8c.
	d.	WH&B Duplicate Adoption Case Files. Nonrecord copies of adoption documents. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-28. Location: Offices other than the office of jurisdiction.	TEMPORARY. Cutoff EOFY in which adoption approved. Destroy 1 year after cutoff. NARA Job N1-49-90-1, 4/8d.
	e.	WH&B Animal Preparation Case Files. Documenting the physical examination, freezemarking, and treatment of animals in preparation for private maintenance by adopters. Consists of lab tests, certificate of veterinarian, veterinarian treatment records, health certificates, and other preparation records. Note: Duplicate copies are provided to adopters. Documents filed by date. Forms: USDA VS 10-11; BLM 4710-14, 15, 17. Confidentiality: Non-public record category 3. Location: Preparation center of origin.	TEMPORARY. Cutoff EOFY. Destroy 3 years after cutoff. NARA Job N1-49-90-1, 4/8e.
	f.	WH&B Animal Shipping Case Files. Consists of bill of lading, shipping manifest, vehicle inspections, instructions to truck driver, diagram of trailer, hauling permits/licenses. Documents are filed by date. Forms: SF-1103; BLM 4710-16. Confidentiality: Non-public record category 3. Location: Preparation center of origin.	TEMPORARY. Cutoff EOFY. Destroy 3 years after cutoff. NARA Job N1-49-90-1, 4/8f.
	g.	WH&B Animal Training Facility Case Files. Consists of agreements with prisons or other training facility, training evaluation forms, training certificates, daily training record. Confidentiality: Non-public record category 3. Location: Office that negotiated the agreement.	TEMPORARY. Cutoff EOFY in which agreement is terminated. Destroy 3 years after cutoff. NARA Job N1-49-90-1, 4/8g.
	h.	WH&B Adoption Data Bases. Data bases that support the wild horse and burro adoption program maintained on personal computers, containing information derived from hard copy records authorized for destruction. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-28. Location: Offices using the data base.	TEMPORARY. Delete after the expiration of the retention period for the hard copy file, or when no longer needed, whichever is later. GRS 20/3.
9	<b>LITIGATION AND CIVIL ACTION FILES NOT DESCRIBED ELSEWHERE.</b> Documenting legal disputes between BLM and individuals, organizations, or local governments concerning property use and disposition, which cannot be identified with an individual case, plan, or specific action. Authority: 43 CFR 1840, 1850. Confidentiality: Non-public record category 3. Vital: Legal and Financial Rights Records. Exclusions: Litigation related to specific cases. Disposition of case-related protests, appeals, civil actions, and litigation documents is governed by the disposition authorized for the related case file.		

**Schedule 4 - Property Use and Disposal Records**

<b>Item</b>	<b>Record Series Description</b>		<b>Disposition Authority</b>
	a.	Litigation and Civil Action Case Files. Subdivide case files by subject if volume warrants. Location: WO program office or SO of origin.	TEMPORARY. Cutoff EOFY in which appeal rights are exhausted and final decision issued. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job N1-49-90-1, 4/9a.
	b.	Litigation and Civil Action Reference Files. Copies retained for administrative or reference purposes. Location: WO, AFO.	TEMPORARY. Destroy when obsolete or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/9b.
<b>10</b>	<b>LAND STATUS AND USE FILES [1275].</b> Records that portray ownership of public lands and availability of those lands for entry and use under the various public land laws. The public land records began with the Ordinance of 1785 which authorized the Treasury Department to survey and auction public domain land as a source of revenue. The tract books system was established around 1800. Tract books were designed primarily for the maintenance of a permanent reference by State or Territory, meridian, township, range, section and subdivisions, of all transactions involving surveyed public lands. Because the tract books were badly worn and mutilated, establishment and installation of a new records system began in 1956. The new system, which consisted of master title plats, use plats, historical indexes, and control document indexes, eventually replaced the tract book system (except in the Eastern States). Authority: 43 CFR 1813. Forms: BLM 1275-3, 4; 1810-4. Confidentiality: Public record category 1. Vital: Legal and Financial Rights Records. Location: Masters and control files created and maintained by each SO; duplicates in AFO.		
	a.	Master Title Plat (MTP) Masters. Includes supplemental MTP Masters. Record-copy paper, vellum, or mylar plats that provide a composite of the survey plats of a township on which is shown ownership and land status. MTPs depict lands granted to states, acquired lands, lands patented with reservations to the U.S., public domain lands with surface and subsurface rights noted, withdrawals, classifications, and rights-of-way. In most state offices, MTPs are captured on microform (items f).	PERMANENT. Cutoff EOFY in which manual records are replaced by electronic versions. Transfer to FRC upon cutoff. FRC will transfer to NARA 12 years after cutoff. NARA Job NC1-49-85-2, 17/1a(1).
	b.	Supplemental Use Plat Masters. Includes supplemental Use Plat Masters. Record-copy paper, vellum, or mylar plats, that show land ownership, use, and other information necessary to adjudicate applications for entry and use of public lands and resources. Use plats are copies of the MTPs which reflects, in addition to the ownership and other restrictive data, land use leases, licenses, and permits. In most state offices, Use Plat Masters are captured on microform (item f).	PERMANENT. Cutoff EOFY in which manual records are replaced by electronic versions. Transfer to FRC upon cutoff. FRC will transfer to NARA 12 years after cutoff. NARA Job NC1-49-85-2, 17/1b(1).

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
c.	Historical Index (HI) Masters. Record-copy paper narrative, that provides in chronological order a summary and index of all past and present actions which have affected the title, use, or availability of public lands and resources as illustrated on the MTPs and use plats. In most state offices HI masters are captured on microform (item f).	PERMANENT. Cutoff EOFY in which manual records are replaced by electronic versions. Transfer to FRC upon cutoff. FRC will transfer to NARA 12 years after cutoff. NARA Job NC1-49-85-2, 17/4a(1).
d.	Tract Book Masters. Master guide to the history of all actions related to disposition and use of the public lands. The notation of tract books was discontinued when the new status records (MTPs, Use Plats, His) were installed.	PERMANENT. Cutoff upon installation of microform status records and transfer immediately to FRC. FRC will transfer to NARA 12 years after cutoff. NARA Job NC1-49-85-2, 17/1c.
e.	Control Document Index (CDI) Masters. Paper copies of land title and use documents that have affected the status of public lands. Arranged by state, meridian, township, and range. In most state offices, CDI masters are captured on microform (item f).	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. NARA Job NC1-49-85-2, 17/4c.
f.	Land Status Microform (MTPs, HIs, CDIs, etc.). Microform masters and duplicate film or fiche.	TEMPORARY. Destroy when no longer needed for duplicating or other administrative or reference purposes. NARA Job NC1-49-85-2, 17/1a(2), 1b(2), 4a(2), 4b.
g.	Land Status Working Files and Reference Copies. Paper copies of documents retained only for reference and administrative use.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference purposes. NARA Job NC1-49-85-2, 17/4c.
h.	Land Status Control Files. Correspondence, reports, BLM Form 1810-4, and other records that document requests for status, completion of projects, or other administrative actions.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for control purposes. NARA Job N1-49-90-1, 4/10h.
i.	Metzker County Atlases. Title and use information created by original land office on Metzker County Atlases	PERMANENT. Cutoff upon installation of new records and transfer directly to NARA. NARA Job NN1-171-77, I/5.

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
11	<p><b>RESOURCES INVENTORY, STUDY, SURVEY AND MAPPING FILES [1610, 2020, 2060, 3030, 3060, 4400, 5200, 6600, 7100, 7200, 7300, 8110, 8210, 8310, 8410, 8510, 8520, 9300].</b> Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resource inventories, surveys, studies, appraisals, and the related summary reports and maps of agricultural, aquatic, archaeological, bird, cave, cultural, ecological, fish and fisheries, forests, geologic, geophysical, hazardous materials, lake, natural history, mammals, mineral, paleontology, plants, range, recreation, reptiles, reservoirs, riparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the resource users. Information from these files is used in making land, mineral or waterpower classification decisions, in developing resource management plans, and to support other leasing and multiple-use planning and implementation efforts. Authority: 43 CFR 1610.4-3. Confidentiality: Public record category 1, except archaeological, cave, mineral, appraisal, threatened and endangered species, proprietary-confidential, and working files are non-public record category 3. Exclusions: Land survey files (Schedule 17/14); Geographic Information System data layers (Schedule 20/52); electronic resources inventories (Schedule 20/53); and hazardous materials files (Schedule 18/33).</p>	
	<p>a. Resources Inventory, Study, or Survey Case Files. Arranged by case number or site name. Documents authorizing the project and describing its scope, purpose, objectives, and methodology; interim progress reports and correspondence; copies of final maps and study reports containing summary and conclusions; and related papers of value to the historical account of the project. May include annotated aerial photos, still photos, other original data that are only partially duplicated in the resultant reports and maps. Includes grazing allotment files. Forms: BLM 4413-1. Location: FOs with delegated responsibility.</p>	<p>PERMANENT. Cutoff EOFY in which the effort is completed. Screen each file to identify and destroy all duplicates, other non-record materials, and short-term documents. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 25 years after cutoff. NARA Job N1-49-90-1, 4/11a.</p>
	<p>b. Resources Inventory, Study, or Survey Working Files and Reference Materials. Preliminary or intermediate technical and scientific data which are duplicated or adequately summarized in the final reports or maps and minor administrative documents collected during the project but not necessary to ensure history of the study. Includes duplicate or "dummy" inventory, study, and survey case files and duplicate well logs. Location: All. Forms: BLM 3030-2; 4410-1, 1a, 2; 4411-1; 4412-19, 24, 41; 5200-1, 2, 4, 4a, 5; 6602-1, 2-7, 9, 9a; 6630-4; 7230-3, 4; 8110-1, 2-5; 8310-8; 8400-1, 4-6.</p>	<p>TEMPORARY. Cutoff when no longer needed for revision or reference and transfer to FRC immediately. FRC destroys 25 years after cut-off. NARA Job N1-49-90-1, 4/11b.</p>

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description		Disposition Authority
	c.	Resources Inventory, Study, or Survey Final Maps and Reports. Published final maps, atlases, overlays, reports.	
	(1)	Resources Inventory, Study, or Survey Final Report and Map Masters. Exclusions printer's copy (Schedule 13/2a) or other copies retained for duplicating. Location: FOs.	
		(a) Reports. One record copy of each edition, revision, or variant of each published final report and related indexes.	PERMANENT. Cutoff EOFY in which the reports are published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old. NARA Job N1-49-90-1, 4/11c(1)(a).
		(b) Maps. One record copy of each edition, revision, or variant of each published final map, atlas, overlay, and related indexes (in map or other form).	PERMANENT. Cutoff EOFY in which the maps are published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old. NARA Job N1-49-90-1, 4/11c(1)(b).
	(2)	Resources Inventory, Study, or Survey Final Report and Map Reference Copies. Reference copies of published reports and maps. Location: AFO.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. NARA Job N1-49-90-1, 4/11c(2).
	d.	Resource Samples, Museum Property, and Related Reports. Location: SO, FOs.	
	(1)	Resource Samples. Mineral, vegetable, animal, water, soil, and other natural resource samples obtained from exploration or examination. Includes herbariums. Exclusions: Drinking water samples and water quality testing files (Schedule 17/21) and artifacts which are museum property (item d(2)).	TEMPORARY. Destroy when analysis is completed and report is approved, or when no longer needed for reference or display purposes. NARA Job N1-49-90-1, 4/11d(1).
	(2)	Museum Property. An organized assemblage of objects collected according to some rational scheme and retained so they can be preserved, studied, or interpreted for public benefit. Consists of prehistoric and historic objects (shards, bones, tools, fossils), artifacts, works of art, and natural history specimens obtained from excavation or other collection activity.	Museum property is treated as personal property. See 411 DM 1-3 and BLM Manual 8142. NARA Job N1-49-90-1, 4/11d(2).

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	(3) Resource Samples Analysis Reports. Reference copies of reports based on detailed analyses and tests of sample materials or museum property, including geochemical, isotopic, hydrologic, archaeologic, paleontologic, and petrographic analyses reports. Forms: BLM 3890-1. Exclusions: copies filed in the related case or project file.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/11d(3).
	e. Well Logs and Directional Surveys. Paper or microform copies of final lithologic, radioactivity, electric, caliper, sonic, or other geophysical logs, and directional surveys of the finished hole of directionally drilled wells. Forms: BLM 3980-6.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/11e.
12	<p><b>ENVIRONMENTAL POLICY ACT FILES [1790].</b> Documenting BLM compliance activities that are required by the National Environmental Policy Act of 1969 (NEPA). Authority: 42 U.S.C. 4321. Confidentiality: Public record category 1, except documents still in progress and prior to release for comments which are non-public record category 3.</p> <ul style="list-style-type: none"> <li>- Categorical Exclusion Files. There are no statutory, regulatory, or manual requirements to document a categorical exclusion review. However, such documentation may be filed in the appropriate case or project file, in the decision record or in other authorizing documents.</li> <li>- Environmental Documents - Record Copies. The official file copies of BLM environmental documents and supporting records are retained by the originating office. Generally they are filed in and disposed with the case, project, or plan file to which they relate.</li> <li>- Environmental Documents - Other Copies. The records described below consist of other copies of environmental documents retained for reference and administrative use.</li> </ul>	General Guidance (See H-1790-1)
	a. Environmental Review Reference Files. These are reference copies; record copies are filed in the related case/project/plan files. Location: AFO.	
	(1) Environmental Assessment (EA). A concise public report and supporting documents prepared for proposed actions that (1) are not exempt from NEPA, (2) have not been categorically excluded, (3) have not been covered in an existing RMP/EIS or other environmental analysis, and (4) do not normally or obviously require an EIS. An EA may be prepared for any action at any time to assist in planning and decision-making.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/12a(1).
	(2) Findings of No Significant Impact (FONSI). Documenting the reasons why an action, not otherwise excluded by NEPA, will not have significant impact on the human environment and for which an EIS will not be prepared.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/12a(2).



**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description		Disposition Authority
	(3)	Environmental Notice of Intent (NOI). A public notice that an EIS will be prepared and considered. The notice describes the proposed action and possible alternatives, the proposed scoping process, and identity of the person to contact about the proposed action and EIS.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/12a(3).
	(4)	Decision Record (DR) and Record of Decision (ROD). Detailed written statements prepared to document a decision following an EA or a ROD prepared to document the decision following an EIS. The statement explains the alternatives considered, the alternative or portions of an alternative selected, any mitigating measures, and - in the case of a ROD - the environmentally preferred alternative.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/12a(4).
	(5)	Environmental Impact Statement (EIS) Reference Files. Detailed written statements and supporting documents prepared when a proposed action - including a proposed policy or legislative recommendation - is projected to have a significant impact on the quality of the human environment. Contains references copies of the final published statement.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/12a(5).
	b.	Other Agency Environmental Document Review Files. Location: FOs with delegated responsibility.	
	(1)	When the BLM is the Lead Agency.	TEMPORARY. Cutoff EOFY in which review completed. Transfer to FRC 1 year after cutoff. FRC destroys 5 years after cutoff. NARA Job. N1-49-90-1, 4/12b(1).
	(2)	When the BLM is not the Lead Agency. Information copies received from the lead agency.	TEMPORARY. Cutoff EOFY in which review is completed. Destroy 2 years after cutoff. NARA Job N1-49-90-1, 4/12b(2).
	c.	Environmental Policy Act Report Files. Authority: 381 DM 9, Appendix 1, ESM 96-3 (DOI). Consist of consolidated and feeder versions of: 1) EIS Status and Progress Reports. Submitted quarterly by SO to WO on previous quarter and projected future accomplishments; and 2) EA Summary Reports. Submitted annually by SO to WO on total EAs completed and FONSI approved.	Filed as general correspondence under subject code 1790 and dispose of accordingly, use GRS 23/1a.

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description		Disposition Authority
<b>13</b>	<b>ACQUIRED LAND AND INTERESTS IN LAND FILES.</b> Title papers and related documentation of BLM acquisitions by condemnation, purchase, donation, exchange, or otherwise. Authority: 43 CFR 2100, 2200. Confidentiality: Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Exclusions: Patent files (Schedule 4/7) and acquisition of water rights files (Schedule 4/17). Location: SO and FO with delegated responsibility.		
	a.	Land Exchange Proposals [2200]. Documenting proposals that do not result in a completed land exchange case. Arranged by proponent name; informal proposals are not serialized. Confidentiality: Nonpublic record category 3.	TEMPORARY. Cutoff EOFY in which final decision is made to drop or reject the proposal. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-85-2, 4/20a.
	b.	Acquired Land Title Case Files [2100]. Serialized case files, arranged by number, documenting acquisitions by BLM via gift, purchase, condemnation, or other means, including acquisitions from defunct agencies, such as Federal Farm Mortgage Corporation (FFMC) and Farmers Home Administration (FmHA). Includes any related appeal documents and maps. Forms: BLM 2060-2, 3; 3060-1, 2; 9300-8, 9a. Confidentiality: Public record category 1	PERMANENT. Cutoff EOFY in which the BLM acquired ownership. Transfer to FRC when no longer needed. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-85-2, 4/20c.
	c.	Easement Case Files [2100]. Serialized case files, arranged by number, documenting rights acquired by BLM via negotiation or condemnation to use non-BLM lands. Some rights are obtained in perpetuity; others are short term. Includes any related appeal documents and maps. Forms: BLM 2100-2, 3-7; 2130-8, 9; 9300-8, 9a. Location: FO	TEMPORARY. Cutoff EOFY in which all rights terminate. Transfer to FRC 2 years after cutoff. FRC destroys 22 years after cutoff. NARA Job NC1-49-76-3, B/10.
	d.	Acquired Land and Interests in Land Working Files and Reference Material. Reference copies of official documents; notes, drafts, preliminary or interim data used to prepare final documents; and other workpapers and nonrecord copies of documents related to acquired land and interests in land not described elsewhere.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job NC1-49-85-2, 4/20d-e.
	e.	Land Exchanges. Includes BLM and Forest Service exchanges. This is a cross reference item.	
	(1)	Land Exchange Proposals. Documenting proposals that do not result in a completed land exchange case. Arranged by proponent name; informal proposals are not serialized. Confidentiality: Nonpublic record category 3. <i>These are covered under Schedule 4, Item 13a.</i> Location: FO	TEMPORARY. Cutoff EOFY in which final decision is made to drop or reject the proposal. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-85-2, 4/20a.

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description			Disposition Authority
		(2)	Patented lands [1860-1865]. When title is transferred, this portion of the land exchange file is separated from the base case file and assigned a unique patent or deed number. Case files are arranged by patent or deed number. Includes patents and deeds issued, corrected, supplemented, amended, or canceled. Location: SO. <i>This portion of the exchange file is covered under Schedule 4, Item 7c.</i>	PERMANENT. Cutoff EOFY in which patent is issued, amended, supplemented, canceled. Establish compliance files, if needed, for patents requiring limited or in perpetuity monitoring/ compliance checks. Transfer file to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-85-2, 4/7c(1, 3), 7e.
		(3)	Lands transferred to BLM via Land Exchange [2200]. When warranty deed is issued and there are multiple transactions in the land exchange file, this portion of the land exchange file is separated from the base case file and assigned a unique serial number. If there are not multiple transactions, only one -PT case is established as the base case. Case files are arranged by serial number. Includes deeds issued, corrected, supplemented, amended, or canceled. Location: SO or FO. <i>This portion of the exchange file is covered under Schedule 4, Item 13b.</i>	PERMANENT. Cutoff EOFY in which the BLM acquired ownership. Transfer to FRC when no longer needed. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-85-2, 4/20c.
		(4)	Valid Existing Rights on Lands Transferred to BLM via Land Exchange. These may include records relating to Use Authorizations [2800, 2900], Rights-of-Way [2800], Easements [2100], Cultural Resources [8100], and other lands actions present on land transferred to BLM via land exchange. <i>This portion of the exchange file is covered under Schedule 4, Items such as 14, 15, 17, 18.</i>	Refer to appropriate Item and follow disposition instructions accordingly.
<b>14</b>	<b>GRAZING AND OTHER LAND-USE LEASE AND PERMIT FILES.</b> Documenting authorizations issued by the BLM for use of the public lands for grazing and other non-mineral resources for a specific period of time. Authority: 43 CFR 2910, 2920, 4130, 8730. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Exclusions Pending applications (Schedule 4/16) and mineral leases and permits (Schedule 4/22 - 4/30). Location: FOs with delegated responsibility.			
	a.	Grazing Authorization Files [4130]. See BLM Handbook H-4010-1 for filing instructions.		

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	(1) Grazing Operator Case Files. Lease or permit operator case files documenting authorizations by the BLM to graze livestock on public lands. Consists of the application, approved lease or permit, maps, billing documents, preference history, and related correspondence. Arranged by grazing record number or operator name; grazing leases and permits are not serialized. See BLM H-4010-1 for information on moving preference right documentation to new lessee file. Forms: BLM 1370-37; 4110-1, 2; 4112-2; 4120-10; 4130-1, 1a, 1b, 2, 2a, 3, 3a, 4, 5; 4190-1, 3; 4210-1. Exclusions: Rejected or withdrawn applications (item d); allotment unit files (Schedule 4/10), range improvement projects (RIPS) (Schedule 17/21), and unauthorized use files (Schedule 18/44).	PERMANENT. Cutoff EOFY in which the authorization terminates and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 20 years after cutoff. NARA Job N1-49-90-1, 4/14a(1).
	(2) Grazing Appeal Case Files. Case files containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers. Arranged by appeal number; grazing appeals are not serialized. Forms: BLM 1842-1, 2; 1850-1, 2, 3.	When appeal rights are exhausted and/or final decision issued, file with the related operator file (item a(1)) or unauthorized use file (Schedule 18/31), as appropriate, and dispose of accordingly. NARA Job N1-49-90-1, 4/14a(2).
b.	Land-Use Permits Approved Case Files [2920, 8370]. Case files documenting authorizations to use public lands up to 3 years, if the use involves little or no land improvement, construction, or investment, or if the investment can be amortized within the terms of the permit. Includes advertising and movie-making permits; cultural use permits; recreation use permits. A permit conveys no possessory interest. It is renewable at the discretion of the authorized officer and may be revoked so that the land can be made available for another use. Files consist of the application, map, evidence of approval and termination, any appeal documentation, correspondence, and any related material. Arranged by serial or permit number. Some permits are serialized; others are not. Forms: BLM 1842-1, 2; 1850-1, 3; 2060-2; 2920-1; 3060-1, 2; 8370-1, 2; DI-1928. Exclusions: Rejected or withdrawn applications (item d); artifact collections and reports from cultural resource use permits (Schedule 4/11d(2-3)), grazing permits (item a), and other land-use leases (item c).	TEMPORARY. Cutoff EOFY in which permit terminates and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff. NARA Job N1-49-90-1, 4/14b.

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description		Disposition Authority
	c.	Land-Use Leases Approved Case Files [2910, 2912]. Serialized case files, arranged by number, documenting authorizations to use public lands when substantial construction, development, or land improvements are involved, and large amounts of capital may be invested (e.g., airport leases, recreation and public purpose leases, occupancy leases, etc.). A lease conveys a possessory interest and is revocable only within its terms. Leases are issued for the length of time necessary to amortize the capital investment in the land. Files consist of the application, map, evidence of approval and termination, any appeal documentation, correspondence, and related material. Forms: BLM 1842-1, 2; 1850-1, 3; 2060-2; 2910-1; 2912-1; 3060-1, 2. Exclusions: Rejected or withdrawn applications (item d); grazing leases/permits (Schedule 4/14a(1)).	
		(1) Recreation and Public Purpose Leases Approved Case Files.	PERMANENT. Cutoff EOFY in which lease terminates and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 15 years after cutoff. NARA Job NC1-49-76-3, B/13.
		(2) Land-Use Leases Approved Case Files - All Other. Includes airport leases, Small Tract Act leases, Mining Claim Occupancy Act leases, and Alaska fur farm leases.	TEMPORARY. Cutoff EOFY in which lease terminates and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 30 years after cutoff. NARA Job N1-49-90-1, 4/14c(2).
	d.	Grazing and Other Land-Use Applications Rejected or Withdrawn. Case files, arranged by number, documenting applications for leases or permits that are rejected by the BLM or withdrawn by the applicant.	TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, B/16.
15	<b>RIGHTS-OF-WAY AND RECIPROCAL-USE FILES [2800].</b> BLM is responsible for evaluating and processing right-of-way applications, issuing right-of-way authorizations, and monitoring and terminating right-of-way grants. Authority: 43 CFR 2800. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Forms: SF-299; BLM 1323-1, 2; 1842-1, 2; 1850-1, 3; 2060-2; 2800-4, 14-17. Exclusions: Pending applications (Schedule 4/16). Location: SO, FOs with delegated responsibility.		

**Schedule 4 - Property Use and Disposal Records**

<b>Item</b>	<b>Record Series Description</b>		<b>Disposition Authority</b>
	a.	Right-of-Way Grant Case Files. Serialized case files, arranged by number, documenting the BLM authorization to cross public lands via roads, highways, railroads, tramways, pipelines, power lines, communication lines, waterways, or other facilities, including rights granted under 44 LD 513. Consists of the application, related maps, the grant document, evidence of approval and termination, any appeal documents, correspondence, and other related material.	PERMANENT. Cutoff EOFY in which the rights are relinquished by the grantee or terminated by the BLM and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff. NARA Job NC1-49-85-2, 4/22a.
	b.	Reciprocal-Use and License Agreement Case Files. Serialized case files, arranged by number, documenting agreements by the BLM and other parties for the reciprocal use of roads and rights-of-way, including rights granted under Oregon and California (O&C) revested use agreements. Consists of the application, related maps, the grant document, evidence of approval and termination, any appeal documents, correspondence, and other related material.	TEMPORARY. Cutoff EOFY in which the rights are relinquished by the grantee or terminated by the BLM and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 22 years after cutoff. NARA Job NC1-49-76-3, B/9 and 12.
	c.	Right-of-Way, Reciprocal-Use, and License Agreement Applications Rejected or Withdrawn. Serialized case files, arranged by number, documenting individual applications for rights-of-way or license and use agreements that were subsequently rejected by the BLM or withdrawn by the applicant. Consists of application, evidence of rejection or withdrawal, any appeal documents, correspondence, and related material.	TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, B/16.
<b>16</b>	<b>LAND AND MINERAL PENDING APPLICATION CASE FILES.</b> Serialized case files, arranged by number, documenting various types of applications for the acquisition or use of public lands or resources that are awaiting adjudication by the BLM. Consists of an application, correspondence, maps, and other related material. Authority: 43 CFR 1820. Forms: SF-299; BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2060-2; 2093-1; 2520-1; 2530-1; 2540-1; 2620-1; 2650-1; 2740-1; 2910-1; 2912-1; 2920-1; 3060-1, 2; 3100-11, 11a, 11b; 3200-24; 3440-1; 3510-1; 9300-8, 9a. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Location: SO, FOs with delegated responsibility.		When case is adjudicated, dispose of in accordance with disposition instructions for that specific case type. NARA Job N1-49-90-1, 4/16.
<b>17</b>	<b>WATER RIGHTS PERMITS [7250].</b> Water rights permits that are issued to BLM by State water agencies for use of water. Arranged by permit number. Confidentiality: Non-public record category 3. Vital: Legal and Financial Rights Records.		
	a.	Water Rights Permit Case Files. Case files arranged by State control number; water rights permits are not serialized. Location: FOs with delegated responsibility.	TEMPORARY. Cutoff EOFY in which all rights terminate. Transfer to FRC 2 years after cutoff. FRC destroys 5 years after cutoff. NARA Job NC1-49-85-2, 4/24.

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	b. Water Rights Permit Reference Copies. Duplicate copies of permits retained for reference. Location: SO, FOs.	TEMPORARY. Destroy when all rights terminate. NARA Job N1-49-90-1, 4/17b.
	c. Water Rights Location Reference Maps. Created and retained for reference. Location: SO, FOs.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. NARA Job N1-49-90-1, 4/17c.
18	<b>LAND WITHDRAWAL, CLASSIFICATION, RESERVATION, DETERMINATION, AND DESIGNATION FILES [2070, 2300, 2400, 3020].</b> Documenting actions to formally withdraw, classify, reserve, determine, or designate specific areas of federal land for such purposes as disposal, mineral prospecting and leasing, petroleum reserves, oil shale reserves, waterpower, reservoir sites, military use, and special area designations, such as National Natural Landmarks, National Historic Landmarks, Critical Habitat Areas, National Recreation Trails, Biosphere Reserves, World Heritage Sites, National Wild and Scenic Rivers, National Historic Trails, National Scenic Trails, National Conservation Areas, National Recreation Areas, Areas of Critical Environmental Concern, Research National Areas, Wilderness Areas, Experimental Ecological Reserves, Wildlife Reserves, etc. Contains initial orders and subsequent revocations or cancellations and any related appeal actions and maps. Authority: 43 CFR 2070, 2300, 2400. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16).	
	a. Withdrawal, Classification, and Designation Informal Proposal Case Files. Documenting informal proposals for classification or withdrawal, which do not subsequently result in a formal application. Arranged by proponent name; informal proposals are not serialized. Location: FOs.	TEMPORARY. Cutoff after final decision is made to drop the proposal. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-85-2, 4/25a.
	b. Withdrawal, Classification, and Designation Case Files. Serialized case files arranged by number. Includes any related appeal documents and maps. Forms: BLM 2060-2; 2093-1; 3060-1, 2. Location: SO.	

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description			Disposition Authority
		(1)	Withdrawal, Classification, and Designation Formal Order Approved Case Files. Documenting applications or initiatives that result in issuance of a Public Land Order, Executive Order, Classification Order, Opening Order, or Designation Order. Consists of the application or initiative, narrative justification for the proposed action, land and mineral reports, copies of the order as published in the Federal Register, record copy of the final order or designation, copies of press releases or other evidence of publicity, and documentation of subsequent modifications, reductions, amendments, etc.	PERMANENT. Cutoff upon issuance of Order. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 50 years after cutoff. NARA Job NC1-49-85-2, 4/25b(1).
		(2)	Withdrawal, Classification, or Designation Applications or Initiatives Unapproved Case Files. Documenting applications or initiatives that do not result in a Public Land Order, Executive Order, Classification Order, Opening Order, or Designation Order.	TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant or proponent. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, B/16.
	c.	Withdrawal, Classification and Designation Reports and Maps. Depicting federal lands that have been formally withdrawn, classified, reserved, or designated for specific purposes. Consists of reports and maps of Known Leasing Areas (KLA), Known Recoverable Coal Resource Areas (KRCRA), Known Geologic Structures (KGS), Known Geothermal Resource Areas (KGRA), Known Phosphate Areas, Naval Petroleum Reserves, Oil Shale Reserves, Areas Valuable Prospectively for Leasable Minerals, Designations of National Areas, Occurrences of Non-Leasable Minerals and Materials, Waterpower Designation Areas. Location: SO.		
		(1)	Withdrawal, Classification and Designation Final Reports and Maps. Record copies.	
		(a)	Reports. One record copy of each final report.	PERMANENT. Cutoff EOFY in which published. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job N1-49-90-1, 4/18c(1)(a).
		(b)	Maps. One record copy of each edition, revision, or variant of each final map.	PERMANENT. Cutoff EOFY in which published. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job N1-49-90-1, 4/18c(1)(b).



**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description		Disposition Authority
	(2)	Withdrawal, Classification and Designation Intermediate Materials. Preliminary, intermediate, and prefinal drawings and other materials that are created and reviewed in preparation of final reports and maps.	TEMPORARY. Cutoff EOFY in which published. Destroy 1 year after cutoff. NARA Job N1-49-90-1, 4/18c(2).
	d.	Known Geologic Structure (KGS) Background Files [3022]. Case files, arranged by field name, containing background and reference information regarding the determination of known geologic structures (KGS) on lands administered by BLM. Note: Official KGS Determination case files are permanent (item b(1)); KGS final maps are permanent (item c(1)). Consists of working copies of geologic reports, first discovery reports, location plats and maps, first production memos, correspondence, and related papers, which provide a history of each KGS determination from original boundary definition through additions or deletions and revocation. Location: SO, FOs.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/18d.
	e.	River Basin Working Files and Reference Materials. Case files, arranged by river basin name. Technical waterpower and storage data re. specific streams or basins published by Bureau of Reclamation, Corps of Engineers, Federal Energy Regulatory Commission (FERC), state water agencies and private irrigation districts. Contains information re. water resources planning, construction descriptions and status, water rights, land status, water supply, geology, and hydrology data. Includes copies of open-file reports, USGS publications, and news clippings. Location: SO, FOs.	TEMPORARY. Review annually to destroy items that are obsolete or no longer needed for reference. NARA Job N1-49-90-1, 4/18e.
	f.	Waterpower Project Reference Material and Working Files [2329]. Working files, arranged by project number, containing reference copies of FERC documents re. power project withdrawals. Contains proposed power plan, FERC reports, judgments, and orders, withdrawal notices, construction descriptions, evaluations, maps, and related material. Note: official waterpower withdrawal case files are permanent (item b(1)). Location: Centers, SO, FOs.	TEMPORARY. Cutoff EOFY in which project is completed or the withdrawal is revoked. Destroy 1 year after cutoff. NARA Job N1-49-90-1, 4/18f.
	g.	Application Review Files [2329/3730/3811]. Documents accumulated in assisting agencies or offices of record in reviewing applications for acquisition or use of lands and resources in federal land areas that have been classified, withdrawn, determined, or designated for specific purposes. Consists of papers re. the review of FERC applications under Natural Gas Policy Act (NGPA) and Section 24 of Federal Power Act, and applications from other federal agencies or from other BLM offices (see 18 CFR 270-275). Vital: Legal and Financial Rights Records. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Location: District Offices, New Mexico; Casper District Office, Wyoming; Montana State Office; Utah State Office; Colorado State Office.	

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description				Disposition Authority
		(1)	Application Review Files - Filmed.		
			(a)	Case Files.	TEMPORARY. Return to applicant. NARA Job N1-49-90-1, 4/18g(1)(a).
			(b)	Microform Masters.	TEMPORARY. Cutoff EOFY in which well is plugged and/or abandoned. Transfer to FRC 6 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-90-1, 4/18g(1)(b).
			(c)	Microform Reference Copies.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/18g(1)(c).
		(2)	Application Review Files - Not Filmed.		TEMPORARY. Cutoff EOFY in which all records on film are closed. Transfer to FRC 6 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-90-1, 4/18g(2).
		(3)	NGPA Well Determination Reference Files. Determination made by jurisdictional agency (BLM) under NGPA consisting of location formation, operator, NGPA section, and data of determination used for entering data into the NGPA electronic tracking system (NGPASYS). A copy is also filed in the NGPA application file.		TEMPORARY. Destroy when no longer needed for reference and/or re-search. NARA Job N1-49-90-1, 4/18g(3).
	h.	Withdrawal, Classification, and Designation Registers, Ledgers and Indexes. Usually card files containing information on township and range, site withdrawals, power site reserves, power restorations, modifications, and interpretations. Includes Off-Road Vehicle Designation Registers and other registers and indexes related to withdrawal, classification, and designation areas. Location: SO, FOs.			PERMANENT. Transfer with the related records. NARA Job N1-49-90-1, 4/18h.
19	RESOURCE MANAGEMENT PLAN (RMP) FILES [1610]. Plans to guide and control management actions and the development of subsequent, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. Authority: 43 CFR 1610. Confidentiality: Public record category 1, except that plans and EISs still in progress prior to release for comments and information about archeological and paleontology sites, caves, and threatened and endangered species are non-public record category 3. Exclusions: Resource activity plans (Schedule 4/20).				

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	<p>a. RMP Case Files, Maps, Overlays, and Related Indexes. Record copies that document the development, implementation, and monitoring of management plans, including the related EIS documentation. Note: Although EPA maintains copies of EISs created by the BLM, the BLM's version contains the management plan and more complete information on the entire planning project, such as detailed scientific and sociological studies of the effects of intended land use. This item includes one copy of each edition, revision, or variant of each published final RMP/EIS, map, atlas, overlay and all related indexes (in map or other form). Location: FOs with delegated responsibility. See item c for working files and reference copies.</p>	

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	<p>(1) RMP Case Files. Consists of:</p> <ul style="list-style-type: none"> <li>- Management Situation Analysis (MSA). A concise, written analysis of resource occurrence, condition, and opportunities.</li> <li>- Notice of Intent (NOI). A public notice that a planning document will be prepared and analyzed. Notice describes the planning action, alternatives, the scoping process, potential issues, the preliminary planning criteria, and the identity of the person to contact about the proposed plan.</li> <li>- Draft Plan and Draft Environmental Impact Statement (EIS). A single document containing a proposed RMP and alternatives, including a "no action" alternative, together with a draft EIS which analyzes the impacts of those alternatives.</li> <li>- Proposed Plan and Final EIS. A single document containing a proposed Plan and alternatives considered together with a final EIS.</li> <li>- Approved Plan/Record of Decision (AP/ROD). Single document containing the legal record of decision describing the alternative, any mitigating measures and identifies the environmentally preferred alternative and, in a separate section, contains the approved plan in its entirety.</li> <li>- Resource Objectives and Monitoring Plan (ROMP). An interdisciplinary monitoring plan to determine how the objectives in the RMP and subsequent site-specific plans are to be achieved.</li> <li>- Planning Protests. Protests to Proposed Plan and Proposed Plan Amendments filed in writing with the Director. Protesters must have standing to protest and must file within a 30 day protest period.</li> <li>- Draft Plan Amendment. Single document containing draft plan amendment and alternatives, including a "no action" alternative, together with either a draft EIS or draft EA that analyzes the environmental effects of the alternatives.</li> <li>- Proposed Plan Amendment. Single document containing proposed plan amendment and alternatives considered together with either a Final EIS or Final EA.</li> </ul>	<p>PERMANENT. Cutoff when all planned work is completed or when replaced by another RMP. Screen each file to identify and destroy all duplicates, other non-record materials, and short-term documents. Transfer remaining permanent materials to FRC 1 year after cutoff. FRC transfers to NARA 12 years after cutoff. NARA Job N1-49-90-1, 4/19a(1).</p>

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description			Disposition Authority
		(2)	RMP Maps, Overlays, and Related Indexes. One copy of each edition, revision, or variant of each RMP map, atlas, overlay, and all related indexes (in map or other form).	PERMANENT. Cutoff when all planned work is completed or when replaced by another RMP. Screen each file to identify and destroy all duplicates, other non-record materials, and short-term documents. Transfer remaining permanent record to FRC when the related plans (4/19a) are transferred. FRC transfers to NARA 12 years after cutoff. NARA Job N1-49-90-1, 4/19a(2).
	b.		RMP Public Participation Case Files. Record copies that document public involvement in the BLM planning process. Used in the development of RMPs and for any subsequent protests concerning the plans. Consists of public participation plans, mailing lists, notices, registers of attendees at public participation activities, and public comments. Forms: BLM 1600-16. Location: FOs with delegated responsibility.	TEMPORARY. Cutoff EOFY in which final plan and maps are published or released. Transfer to FRC 1 year after cutoff. FRC destroys 20 years after cutoff. NARA Job N1-49-90-1, 4/19b.
	c.		RMP Working Files and Reference Material. Nonrecord reference copies of official documents; notes, drafts, and preliminary or interim data used in preparation of final documents; preliminary or intermediate technical and scientific data and working maps which are duplicated or sufficiently summarized in final reports and maps, and other work papers and nonrecord copies of documents related to RMPs. Includes duplicate or "dummy" RMP case files and reference copies of published plans and maps. Location: SO, FOs.	TEMPORARY. Destroy 1 year after final plan and maps are published or released, or when no longer needed for revision or reference. NARA Job N1-49-90-1, 4/19c.
	d.		RMP Appeal Case Files. Case files, arranged by appeal number, containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers. Forms: BLM 1842-1, 2; 1850-1, 3.	When appeal rights are exhausted and/or final decision issued, file with the related RMP file and dispose of accordingly. NARA Job N1-49-90-1, 4/19d.
<b>20</b>	<b>RESOURCE ACTIVITY PLAN (RAP) RECORDS [1610].</b> Documenting individual programs of action designed to reach a given set of objectives for a specific geographic area of the public lands. RAPs are prepared once an RMP is approved and address the activities of specific BLM programs, such as grazing, forestry, fish and wildlife, wild horse and burro, recreation, archaeology, soil, water, air, visual resources, and wilderness. RAPs provide more detailed and specific data than are found in the RMP. Authority: 43 CFR 1610. Confidentiality: Public record category 1, except that information about archeological and paleontology sites, caves, and threatened and endangered species are non-public record category 3. Location: FOs with delegated responsibility. Mining claim files now 4/22.			

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	a. RAP (Long Range) Files. Documenting the development, implementation, and monitoring of long-range and/or continuing planning activities for grazing allotments, animal damage and pest control, caves, cultural and archaeological resources, fire control and prescribed burning, flood plain, forestry and timber, natural history, paleontology, recreation, wild horses and burros, wildlife habitat, wilderness, and other public land resources. Forms: BLM 4190-2; 6780-1, 2; 8300-1, 2.	
	(1) RAP Case Files. Includes related planning maps, overlays, and photos. Documenting various planning activities, such as identification of issues, development of planning criteria, identification of information needs and sources, analysis of management situation, environmental analysis, socioeconomic analysis, summaries of public involvement and critical public issues, formulation of alternatives and estimates of their effects, selection of preferred alternatives, and subsequent monitoring and evaluation of the plan's implementation efforts.	PERMANENT. Cutoff when all planned activity is completed or when replaced by new plan. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 12 years after cutoff. NARA Job NC1-49-85-2, 4/26a(1)(a).
	(2) RAP Final Report Masters. Record copies of the final reports of resource activity planning statements that BLM prepares once an RMP is approved.	PERMANENT. Cutoff EOFY in which the plan is published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old. NARA Job N1-49-90-1, 4/20a(2).
	b. RAP (Short Range) Case Files. Includes related planning maps, overlays, and photos. Documenting the development, implementation, and monitoring of plans of 1 to 5 years duration, such as normal year fire plans, annual timber sale plans, transportation plans, sign plans, and other short-term plans. Forms: BLM 9110-6, 6a, 7, 8, 8a; 9130-3, 4.	TEMPORARY. Cutoff EOFY in which all the planned activity is completed or when plan is replaced by another plan. Destroy 3 years after cutoff. NARA Job NC1-49-85-2, 4/26a(2).
	c. RAP Working Files and Reference Materials. Reference copies of official documents; notes, drafts, preliminary or interim data used in preparation of final documents; preliminary or intermediate technical and scientific data and working maps which are duplicated or sufficiently summarized in final reports and maps, and other work papers and nonrecord copies of documents related to activity plans that are not described elsewhere. Includes duplicate or "dummy" activity plan case files and reference copies of final plans.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference or when 3 years old, whichever is later. NARA Job NC1-49-85-2, 4/26a(1)(b-c).

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description		Disposition Authority
	d.	RAP Appeal Case Files. Case files, arranged by appeal number, containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers. Forms: BLM 1842-1, 2; 1850-1, 3.	When appeal rights are exhausted and/or final decision issued, file with the related RAP file and dispose of accordingly. NARA Job N1-49-90-1, 4/20d.
21	<b>QUALIFICATIONS AND SURETY FILES [1811 et al].</b> Reference copies arranged by individual or corporate name. Consists of copies of surety or performance bonds, articles of incorporation, power-of-attorney, operator ratings. Forms: SF-25, 25a-b, 28, 34, 35; BLM 1822-3, 4; 3000-4, 4a; 3104-3, 5, 8a; 3200-19; 5450-19, 20-22. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-23. Exclusions: Qualifications documents for federal oil and gas leases which are no longer required (H-3101-1, 47 FR 8544). Location: SO, FOs.		TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job NC1-49-85-2, 4/28.
22	<b>MINING CLAIMS UNDER THE GENERAL MINING LAWS [3800].</b> BLM is responsible for the administration of the mining laws on all public lands, both surveyed and unsurveyed. This involves encouraging and protecting the rights of the mining claimant in prospecting, exploring for and developing locatable minerals on the public land; prohibiting the abuse of the mining laws; ensuring that mineral patent applicants comply with applicable laws and regulations; and preventing the unnecessary and undue degradation from operations under the mining laws to other resource values on the public lands. Authority: 43 CFR 3800. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Exclusions: Mineral patents (Schedule 4/7), Mining Claim Occupancy Act leases (Schedule 4/14c), Files containing significant geologic data may be copied and placed in the solid minerals geologic and production reference files (Schedule 4/29d) prior to transfer.		
	a.	Mining Claim Recordation (MCR) Files [3833]. Claims filed with BLM after the Federal Land Policy and Management Act of October 21, 1976. Documenting the recordation of unpatented mining claims and mill or tunnel sites. Consists of evidence of assessment work, notices of location, notices of intent, transfers of interest, abandonment decisions and related papers. Forms: BLM 3814-4; 3830-1; 3842-3; 3890-3, 4. Location: SO	
	(1)	MCR Files Filmed.	
	(a)	MCR Case Files.	TEMPORARY. Return to record title holder after filming. NARA Job NC1-49-81-1, B/24a.

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description				Disposition Authority
			(b)	MCR Microform Masters.	TEMPORARY. Cutoff EOFY in which the case is closed. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff. NARA Job N1-49-90-1, 4/22a(1)(b).
			(c)	MCR Microform Reference Copies.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job NC1-49-81-1, B24c.
		(2)	MCR Files Not Filmed. Serialized case files, arranged by number, that are not filmed. Includes deferment of assessment work files not filmed.		TEMPORARY. Cutoff EOFY in which the case is closed. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff. NARA Job N1-49-90-1, 4/22a(2).
		(3)	MCR General Files. Mining claim correspondence, arranged by subject, that does not relate to a specific claim or serialized case file.		TEMPORARY. Cutoff EOFY. Destroy 3 years after cutoff. GRS 23/1a.
	b.	Mining Claim Validity Examination Case Files [3891]. Case files, arranged by number, documenting examinations of unpatented mining claims by a minerals examiner to verify or refute discoveries alleged by claimants in order to assure that valid claims are recognized and invalid ones eliminated. Includes contest and appeal documentation. Forms: BLM 1842-1, 2; 1850-1, 3, 7; 3060-1, 2. Location: SO, FOs with delegated responsibility.			TEMPORARY. Cutoff EOFY in which appeal rights are exhausted and final decision is issued. Transfer to FRC 1 year after cutoff. FRC destroys 50 years after cutoff. NARA Job N1-49-90-1, 4/22b.
	c.	Mining Claim Surface Management Case Files [3802, 3809]. Serialized case files, arranged by number, documenting the receipt, approval, and monitoring of notices and plans of operations filed by the mining claimant or operator. Consists of the plan or notice, related maps, diagrams, environmental assessment, bond if required, evidence of approval or rejection, contests or appeals, notices of noncompliance, evidence of compliance and non-compliance, and related correspondence. Although surface management case files are an extension of the MCR files (item a), they receive a different serial number that is unrelated to the MCR file. Forms: BLM 1842-1, 2; 1850-1, 3, 7; 3814-1. Location: FOs with the delegated responsibility.			TEMPORARY. Cutoff EOFY in which the operations are completed and reclamation is accepted. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff. NARA Job N1-49-90-1, 4/22c.
23	SIMULTANEOUS OIL & GAS (SIMO) DRAWING FILES. The SIMO program was discontinued 12/22/87. Authority: 43 CFR 3112 (1987 edition). Confidentiality: Public record category 1; Privacy Act System Interior/LLM-3.				



**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description		Disposition Authority
	a.	SIMO Lists. Official file containing lists of lands available and results lists for SIMO filings for manual and automated drawings. Location: SO.	TEMPORARY. Cutoff EOFY after drawing is held. Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-90-1, 4/23a.
	b.	SIMO Input and/or Source Documents. Location: WYSO.	
		(1) SIMO Applications. Forms submitted to Wyoming SO by applicants, and used as source documents to the automated drawing data base, then filmed.	TEMPORARY. Destroy 6 months after drawing. NARA Job NC1-49-85-2, 4/21d(2).
		(2) SIMO Lists. Lists of lands available for SIMO filings submitted to Wyoming SO by other BLM SOs.	TEMPORARY. Destroy 3 years after drawing. NARA Job N1-49-90-1, 4/23b(2).
	c.	SIMO Electronic Data Base Application. Location: Centers. Destroyed 1988 at Centers.	TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/23.
	d.	SIMO Data Base Output. Discontinued 1987.	
		(1) SIMO Drawings Results. Printouts of "winners" selected randomly by computer. Location: WYSO.	TEMPORARY. Destroy when superseded or no longer needed for reference. NARA Job N1-49-90-1, 4/23d(1).
		(2) SIMO Microform Masters. Created at Centers for WYSO. Location: WYSO.	TEMPORARY. Cutoff EOFY in which filmed. Transfer to FRC 1 year after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-85-2, 4/21d(1).
		(3) SIMO Microform Reference Copies. Created at Centers for WYSO. Location: WYSO.	TEMPORARY. Destroy when superseded or no longer needed for reference. NARA Job N1-49-90-1, 4/23d(3).
		(4) SIMO Computer Tapes. Location: Centers.	TEMPORARY. Destroy when 7 years old. NARA Job N1-49-90-1, 4/23d(4).
	e.	SIMO Data Base Documentation. Data system and file specifications, code books, record layouts, user guides, output specifications, and final reports relating to the SIMO data base. Location: Centers (destroyed 1988).	TEMPORARY. Destroy or delete upon authorized destruction of the related data base. GRS 20/11a.

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
<b>24</b>	<b>MINERAL LEASE SALE FILES [3000].</b> Documenting the planning, conduct, and evaluation of competitive mineral lease sales and providing a history of each sale from tract selection through bid acceptance or rejection. Authority: 43 CFR 3120, 3220, 3420, 3515, 3525, 3535, 3545, 3555, 3564, 3574. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Location: SO. Exclusions: Documentation re. approved competitive leases which is filed in each lease case file (Schedule 4/27-30) and video recordings used to verify oral bids in the event of discrepancies (Schedule 21/20).	
	a. Mineral Lease Sale History Case Files. Non-serialized case files containing tract selection recommendations, maps, sale notices, stipulations, address lists, estimates of resource values for each parcel, sale minutes, bidder registration, bid abstracts, results lists, summary reports, and related sale material.	TEMPORARY. Cutoff EOFY in which the final determination of bid acceptance or rejection is made. Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-90-1, 4/24a.
	b. Mineral Lease Sale and Tract Evaluation Final Report and Map Masters. Record-copies of final reports and maps of: (1) the geology and mineral potential of tracts in lease sales, final geologic structure maps and cross sections, isopach maps, and the geological, geophysical, and engineering data supporting the evaluation, and (2) the results of post-sale evaluations of tract evaluation and technical data effectiveness and a comparison of sale bids with pre-sale estimates.	PERMANENT. Cutoff EOFY in which the study or sale is completed. Transfer to FRC 5 years after cutoff. FRC transfers to NARA 25 years after cutoff. NARA Job N1-49-90-1, 4/24b.
	c. Nominations not Accepted. Nominations for parcels unavailable for leasing (i.e., closed to leasing, no minerals available, in an existing lease, etc.). Files will include copies of nomination and/or agency response. Responses may be in the form of telephone record(s) or letter(s). In cases where a nomination includes both parcels accepted and parcels not accepted, file records in the Mineral Lease Sale History Case File and follow disposition (item a).	TEMPORARY. Destroy when records are 6 months old or when no longer needed for reference, whichever is longer. NARA Job N1-49-99-1, 4/24c.
	d. Electronic Versions of Mineral Lease Sale Records Created by Electronic Mail and Word processing Applications.	TEMPORARY. Delete when file copy is generated and added to a record keeping system or when no longer needed for reference or updating. NARA Job N1-49-99-1, 4/24d.

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
<b>25</b>	<b>EXPLORATION AND PROSPECTING PERMIT OR LICENSE CASE FILES [3150, 3209, 3410, 3500].</b> Authority: 43 CFR 3150, 3209, 3410, 3500. Forms: BLM 3000-4a; 3104-5; 3150-4, 4a, 5; 3200-9, 10, 19; 3504-4; 3510-1. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Location: FOs with delegated responsibility.	
	a. Exploration and Prospecting Permit/License Applications Approved. Serialized case files, arranged by number, documenting the search for evidence of oil and gas, geothermal, coal, oil shale, and other mineral resources. The search requires physical presence upon the lands and may result in damage to the lands or the resources. No lease or application for permit to drill (APD) is required by the BLM. Consists of the application, approved permit or license, notice of intent, exploration plan, maps, notice of completion, and related correspondence.	TEMPORARY. Cutoff EOFY in which the authorization terminates, required rehabilitation of the affected lands is accepted by the BLM, and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff. NARA Job N1-49-90-1, 4/25a.
	b. Exploration and Prospecting Permit/License Applications Rejected or Withdrawn. Serialized case files, arranged by number, documenting applications that were rejected by the BLM or withdrawn by the applicant.	TEMPORARY. Cutoff EOFY in which application is rejected or withdrawn. Destroy 3 years after cutoff. NARA Job N1-49-90-1, 4/25b.
<b>26</b>	<b>COMMUNITIZATION, UNITIZATION, GAS STORAGE, AND SPACING ORDER FILES [3180, 3280].</b> BLM is responsible for the development of federal oil, gas, and geothermal resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The records described below document the establishment and monitoring of communitization and unitization agreements, state spacing orders, and subsurface gas storage agreements in order to avoid waste of oil, gas, and geothermal resources and to protect correlative rights. Communitization brings together leases sufficient for the granting of well permits under applicable state spacing requirements. Unitization consolidates separate leases into a single consolidated unit for the purposes of operating and allocating costs and benefits on a basis as defined in the agreement or plan. Authority: 43 CFR 3180, 3280. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16).	

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	<p>a. Communitization or Unitization Agreement Application Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both the agreements approved by the BLM and applications unapproved (either rejected by the BLM or withdrawn by applicant) and any related appeal documents. Location: SO.</p>	<p>TEMPORARY. Cutoff EOFY in which the agreement is terminated or the application is rejected by the BLM or withdrawn by applicant and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, B/13 and 16.</p>
	<p>b. Communitization or Unitization Agreement Operations Lease and Well Files. Operations case files, arranged by serial number or area name, documenting the regulation, supervision, inspection, and enforcement of drilling and production activities on the agreement area. Consists of the agreement, plans of development and operation, geologic reports, engineering reports, production reports, reports of operation, structure contour maps, cross sections, logs, and other related scientific and technical data re. the agreement area and production activity. Case files are subdivided by subject into additional folders as volume warrants. Location: Office with delegated responsibility - usually the FOs (in some cases, the SO retains responsibility).</p>	
	<p>(1) Indian Agreements. Agreements regarding leases belonging to Indians for which the BLM has minerals management responsibilities.</p>	<p>PERMANENT. Cutoff EOFY in which agreement terminates and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in oil and gas or geothermal geologic and production reference files (4/27c or 4/28c). Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. NARA Job N1-49-90-1, 4/26b(1).</p>
	<p>(2) Federal Agreements. Agreements regarding leases on land for which the federal government holds the mineral interests</p>	<p>TEMPORARY. Cutoff EOFY in which agreement terminates and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in oil and gas or geothermal geologic and production reference files (4/27c or 4/28c). Transfer to FRC 10 years after cutoff. FRC destroys 75 years after cutoff. NARA Job N1-49-90-1, 4/26b(2).</p>

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
27	<p><b>OIL AND GAS LEASING FILES [3100].</b> The BLM is responsible for the development of federal oil and gas resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 43 CFR 3100. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Exclusions: lease or permit applications (Schedule 4/16), exploration permits (Schedule 4/25), oil and gas agreements (Schedule 4/26).</p>	
	<p>a. Oil and Gas Lease Applications Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both leases approved by BLM and applications unapproved (either rejected by BLM or withdrawn by applicant) and related appeal documents. Forms: BLM 3000-2, 3, 3a, 4; 3100-7, 11, 11a, 11b; 3108-2, 2a, 2b; 3109-1, 2; 3120-2; 3140-1. Location: SO.</p>	<p>TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, B/13 and 16.</p>

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	<p>b. Oil and Gas Operations Lease and Well Files. This series is comprised of the two major file types described below - the lease operations file and the related well files which document the production, safety, and environmental activities on the lease area. Lease and well files are filed together, with the well jackets (folders) placed directly behind the related lease file folder. Forms: BLM 3000-2, 3, 3a, 4; 3100-7, 11, 11a, 11b; 3108-2, 2a, 2b; 3109-1, 2; 3120-2; 3140-1; 3160-3, 4, 5, 8, 9, 10, 11, 12, 13, 15, 16, 17. Location: Office with delegated responsibility - usually the FOs (in some states, the responsibility is retained by the SO).</p> <p>- LEASE OPERATIONS CASE FILE. A separate case file is established for each lease to document the supervision of operations on the lease from issuance to termination. The lease operations case file contains the lease instrument and any assignments, lease operations correspondence, operating agreements, decisions, environmental assessment, operator plans, site security and emergency action plans, reports and investigations of accidents and undesirable events, diligent development review documentation, evidence of termination, and related material. The case file may be subdivided into separate folders as volume of documentation grows.</p> <p>- WELL FILES. A separate case file is established for each well that is drilled under provisions of the lease in order to document the supervision of operations on the specific well. Well folders are arranged by well number and placed behind the related lease operations case file. The well file contains the application for permit to drill (APD), sundry notices, production reports, well completion and recompletion logs, maps, plats, drawings, specifications, requests and approvals of waivers from orders, drainage reports and investigations, applications for approval of methods for disposing of water produced from the wells and the subsequent annual water analysis reports, and other required well data, including monthly reports of operation.</p>	
	<p>(1) Oil and Gas Operations Lease and Well Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases that belong to American Indians for which the BLM has minerals management responsibilities.</p>	<p>PERMANENT. Cutoff EOFY in which the lease is terminated, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer lease and well files to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. NARA Job N1-49-90-1, 4/27b(1).</p>

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description		Disposition Authority
	(2)	Oil and Gas Operations Lease and Well Files - Federal. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests. This series also includes acquired land leases, such as Federal Farm Mortgage Corp (FFMC) and Farmers Home Administration (FmHA) leases transferred to the BLM by quit claim.	TEMPORARY. Cutoff EOFY in which the lease is terminated, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer lease and well files to FRC 10 years after cutoff. FRC destroys 75 years after cutoff. NARA Job N1-49-90-1, 4/27b(2).
	c.	Oil and Gas Geologic and Production Reference Files. Documents copied from terminated oil and gas operations files, which have repetitive and multiple applications in support of the federal leasing program. Examples include sidewall core analyses, formation tests, bottomhole pressure test reports, well potential reports, packer tests; maps, plats, specifications, and drawings pertaining to individual wells. Location: SO, FOs. Exclusions: Well logs (Schedule 4/11e).	TEMPORARY. Destroy when no longer needed to support the federal leasing program or for other reference purposes. NARA Job N1-49-90-1, 4/27c.
	d.	Oil and Gas Drainage Investigation Working Files. Case files containing duplicate documentation of investigation of allegation that lands are being drained of oil or gas by wells on adjacent land. Note: Record copies of drainage documents are filed in the related lease or well file (item b). Location: FOs with delegated responsibility.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. NARA Job N1-49-90-1, 4/27d.
	e.	Oil and Gas Development Map Masters. Manuscript and annotated maps depicting lease boundaries, well locations and completions, units and communitized areas, field names, and related summary information on the status of drilling operations in a particular area. Information is obtained from lessee and operator reports, oil scouting services and publications, and from internal sources. Location: SO, FO that produces the masters	PERMANENT. Cutoff EOFY in which the map is redrafted or completed. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 20 years after cutoff. NARA Job N1-49-90-1, 4/27e.
	f.	Oil and Gas Field Files (Reference). Case files, arranged by field name, containing primarily reference copies of reports, maps, well records, and other technical information on oil and gas fields involving federal, Indian, private, and state lands. Location: SO, FOs.	TEMPORARY. Review annually and destroy documents no longer needed for reference. NARA Job N1-49-90-1, 4/27f.
	g.	Individual Well Records (IWR) and Scout Tickets (Reference). Sheets and card forms showing when and by whom the well was drilled, depth, owner or operator, and drilling results with some related geologic data. Prepared from lessee reports or scouting publications or purchased from commercial firms. Forms: BLM 3160-14, 14a, 14b. Location: SO, FOs.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. NARA Job N1-49-90-1, 4/27g.

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	<p>h. Oil and Gas State Lease and Well Reference Copies. Convenience copies of documents regarding oil and gas leases issued by a State agency and retained by the BLM for reference. Location: SO, FOs.</p>	<p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. NARA Job N1-49-90-1, 4/27h.</p>
<b>28</b>	<p><b>GEOTHERMAL LEASING FILES [3200].</b> Geothermal resources are depletable subsurface reservoirs of energy composed of: (1) products of natural geothermal processes including indigenous steam, hot water, and hot brine; (2) steam, other gases, hot water and hot brine resulting from artificial introduction of water, gas, or other fluids into geothermal formations; (3) heat or other associated energy found in geothermal formations; (4) any byproducts derived from geothermal processes. The BLM is responsible for the development of federal geothermal resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 43 CFR 3200. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16); exploration permits (Schedule 4/25); geothermal agreements (Schedule 4/26).</p>	
	<p>a. Geothermal Lease Applications Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both the leases approved by the BLM and the applications unapproved (either rejected by the BLM or withdrawn by the applicant) and any related appeal documents. Forms: BLM 3000-2, 3, 3a, 4; 3200-15, 20, 21a, 22, 24. Location: SO and some FOs.</p>	<p>TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, B/13 and 16.</p>



**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	<p>b. Geothermal Operations Lease and Well Files. This record series is comprised of two major case types that are described below - the lease operations file and the related well files which document the regulation, supervision, inspection, and enforcement of drilling, production, safety, and environmental activities on the lease area. Forms: BLM 3000-2, 3, 3a, 4; 3200-15, 20, 21a, 22, 24; 3260-2, 3-5. Location: Office with the delegated responsibility - usually the FOs (in some states, the responsibility is retained by the SO).</p> <p>- LEASE OPERATIONS CASE FILE. A separate case file is established for each lease to document the supervision of operations on the lease from issuance to termination. The lease operations file contains the lease instrument and any assignments, lease operations correspondence, operating agreements, decisions, environmental assessment, reports of lease surveys and resurveys, operator plans, site security and emergency action plans, reports and investigations of accidents and undesirable events, evidence of termination, and related material. The case file may be subdivided into separate folders as volume of documentation grows.</p> <p>- WELL FILES. A separate case file is established for each well drilled under provisions of the lease in order to document the supervision of operations on the well. Well folders are arranged by well number behind the related lease operations case file. They contain application for permit to drill (APD), sundry notices, production reports, well completion and recompletion logs, maps, plats, drawings, specifications, well test reports, reports of operations, injection plans, injection reports and surveys, requests and approvals of waivers from orders, drainage reports and investigations, applications for approval of methods for disposing of water produced from the wells and the subsequent annual water analysis reports, and other required well data.</p>	
	<p>(1) Geothermal Operations Lease and Well Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases that belong to Indians for which the BLM has minerals management responsibilities.</p>	<p>PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer lease and well files to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff. NARA Job N1-49-90-1, 4/28b(1).</p>

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	(2) Geothermal Operations Lease and Well Files - Federal. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests.	TEMPORARY. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer lease and well files to FRC 3 years after cutoff. FRC destroys 75 years after cutoff. NARA Job N1-49-90-1, 4/28b(2).
	c. Geothermal Geologic and Production Reference Files. Documents copied from terminated geothermal operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, FOs. Exclusions: Well logs (Schedule 4/11e).	TEMPORARY. Destroy when no longer needed to support the geothermal leasing program or for other reference purposes. NARA Job N1-49-90-1, 4/28c.
29	<b>SOLID MINERAL LEASING FILES [3400, 3500].</b> The BLM is responsible for development of federal coal and other solid mineral resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. The BLM also delineates potential coal tracts, analyzes environmental impacts of leasing, and appraises tract values. Mineral materials are disposed of by contract of sale or free use permit under 43 CFR 3600. Minerals such as gold, silver, quicksilver, and hard rock minerals are leasable on acquired lands only. Solid leasable mineral commodities include coal, phosphate, sodium potassium, sulfur in Texas and Louisiana, gilsonite, and hard rock minerals on acquired lands. Also included are minerals, which are leased under special leasing acts, including asphalt in Oklahoma; gold, silver and quicksilver in confirmed private land grants; certain minerals in National Park Service areas; reserved minerals on certain lands which were patented to the State of California for park or other purposes; certain minerals in the White Mountains National Recreation Area, Alaska; and sand and gravel on certain lands which were patented to the State of Nevada. Authority: 43 CFR 3400, 3500. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16); exploration and prospecting permits (Schedule 4/25); mineral material sales (Schedule 4/6b).	

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description		Disposition Authority
	a.	Solid Mineral Lease Application Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both leases approved by the BLM and applications unapproved (either rejected by the BLM or withdrawn by the applicant) and related appeal documents. Forms: BLM 3400-12; 3440-1; 3504-1, 3; 3510-2; 3520-7; 3730-1. Location: SO and some FOs.	TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, B/13 and 16.
	b.	Solid Mineral Lease Operations Files. Documenting the regulation, supervision, inspection, and enforcement of drilling and production activities on the lease area. Consists of lease instrument and assignments, operating agreements, decisions, mining plans, environmental assessment, reclamation plans, lease inspection and production verification reports, and related correspondence. Forms: BLM 3400-12; 3440-1; 3504-1, 3; 3520-7; 3730-1. Location: Office with delegated responsibility - usually FOs (in some states, responsibility retained by SO).	
		(1) Solid Mineral Lease Operations Case Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases belonging to Indians for which the BLM has minerals management responsibilities.	PERMANENT. Cutoff EOFY in which the lease terminate, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. NARA Job N1-49-90-1, 4/29b(1).
		(2) Solid Mineral Lease Operations Case Files - Federal. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests.	TEMPORARY. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer to FRC 10 years after cutoff. FRC destroys 75 years after cutoff. NARA Job N1-49-90-1, 4/29b(2).

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description	Disposition Authority
	c. Mine Maps and Abandonment Reports - Indian and Federal. Record copies of: (1) maps and plats showing extent of mine development, excavation and severance, lease boundaries, surface buildings, location of mineral deposits, bore holes, related mine information; and (2) abandonment and inspection reports, maps, plats, and drawings detailing method of abandonment, surface reclamation, closure of surface openings, and compliance with lease stipulations.	PERMANENT. Cutoff EOFY in which the lease terminate, the bond is released, and appeal rights are exhausted. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. NARA Job N1-49-90-1, 4/29c.
	d. Solid Minerals Geologic and Production Reference Files. Documents copied from terminated solid mineral operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, FOs.	TEMPORARY. Destroy when no longer needed to support the federal leasing program or for other reference purposes. NARA Job N1-49-90-1, 4/29d.
<b>30</b>	<b>OIL SHALE LEASING FILES [3900].</b> Oil shale is a fine-textured sedimentary rock containing organic matter that can yield oil and hydro-carbon gas by destructive distillation. The BLM is responsible for the development of federal oil shale resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 30 U.S.C. 181, 301-306, 351-359. Confidentiality: Public record category 1, except some files may contain certain proprietary/confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16); exploration permits (Schedule 4/25).	
	a. Oil Shale Lease Application Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both the leases approved by the BLM and applications unapproved (either rejected by the BLM or withdrawn by the applicant) and any related appeal documents. Location: SO.	TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, B/13 and 16.

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description		Disposition Authority
	b.	Oil Shale Lease Operations Files. Documenting the regulation, supervision, inspection, and enforcement of oil shale production activities on the lease area. Consists of the lease instrument and assignments, operating agreements, decisions, lease development plans, site security plans, reports and investigations of accidents and events, environmental baseline files, and related material. Case files may be subdivided by subject into additional folders as volume warrants. Location: Office with delegated responsibility - usually the FOs (in some states, the responsibility is retained by the SO).	
		(1) Oil Shale Lease Operations Case Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases belonging to Indians for which the BLM has minerals management responsibilities.	PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference files (item c). Transfer to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff. NARA Job N1-49-90-1, 4/30b(1).
		(2) Oil Shale Lease Operations Case Files - Federal Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests.	TEMPORARY. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference files (item c). Transfer to FRC 3 years after cutoff. FRC destroys 75 years after cutoff. NARA Job N1-49-90-1, 4/30b(2).
	c.	Oil Shale Lease Operations Maps. Maps submitted by lessee, showing extent of development, excavation, and severance for each lease and location of lease boundaries, surface roads and facilities, mineral deposits, bore holes, etc. Location: SO, FOs.	
		(1) Oil Shale Final Maps	PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff. NARA Job N1-49-90-1, 4/30c(1).

**Schedule 4 - Property Use and Disposal Records**

<b>Item</b>	<b>Record Series Description</b>		<b>Disposition Authority</b>
	(2)	Oil Shale Intermediate and Pre-Final Maps and Plats.	TEMPORARY. Destroy when superseded by later version. NARA Job N1-49-90-1, 4/30c(2).
	d.	Oil Shale Geologic and Production Reference Files. Documents copied from terminated oil shale operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, FOs.	TEMPORARY. Destroy when no longer needed to support the federal leasing program or for other reference purposes. NARA Job N1-49-90-1, 4/30d.
<b>31</b>	<b>SERIALIZED CASE FILE INDEXES.</b> Alphabetical paper indexes to serialized case files. Authority: 43 CFR 1813, 1821, 3833. Confidentiality: Privacy Act System Interior/LLM-32. Location: SO.		PERMANENT. Cutoff when no longer needed for control purposes or when fully automated. Transfer to FRC 5 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-85-2, 23/7a.
<b>32</b>	<b>SERIAL REGISTER PAGES AND LOGS [1274].</b> The serial register was created on July 1, 1908, as a digest of each public land case. The serial pages document a brief history of each case and are used as a control to prevent duplication of case file serial numbers. Typed paper masters were discontinued in 1984, after which serial pages were produced electronically by case recordation systems. Authority: 43 CFR 1813, 1821, 3833. Forms: BLM 1274-1, 18. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Exclusions: Case recordation systems that produce serial pages (see Schedule 30). Location: Masters created and maintained by SO; duplicates by AFO.		
	a.	Serial Pages and Logs Not Filmed. Record-copies that were never filmed to archival standards in accordance with 36 CFR 1230. Arranged by number in book form with removable pages.	PERMANENT. Cutoff EOFY in which the masters are no longer needed for control purposes or when fully automated. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff. NARA Job NC1-49-86-2, 1a.
	b.	Serial Pages and Logs Filmed. Record copies filmed to archival standards in accordance with 36 CFR 1230.	TEMPORARY. Destroy upon verification of the microfilm. NARA Job NC1-49-86-2, 1b.
	c.	Microform Masters.	PERMANENT. Cutoff EOFY in which filmed. Transfer silver original and one copy to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff. NARA Job NC1-49-86-2, 1c.

**Schedule 4 - Property Use and Disposal Records**

Item	Record Series Description		Disposition Authority
	d.	Microform Duplicates.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/32d.
<b>33-40</b>	<b>Reserved</b>		
<b>41</b>	<b>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a.	Copies that have No Further Administrative Value. After the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.	TEMPORARY. Destroy/Delete within 180 days after the record keeping copy has been produced. GRS 4/5a.
	b.	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the record keeping copy.	TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed. GRS 4/5b.